

Outagamie Waupaca Library System
Board of Trustees Executive Committee
April 17, 2025 Meeting Minutes

The meeting was called to order at 6:00 pm by Looker.

PRESENT: Bobbie Buchholtz, Steve Hart, Wendy Hartman, Bastia Looker.

EXCUSED: Pete Gilbert.

OTHERS PRESENT: Bradley Shipps.

Hartman moved, seconded by Hart, to approve the agenda. Motion carried.

Shipps provided an update on IMLS funding in Wisconsin.

The committee discussed the role of the newly created Executive Committee.

Policy Review – New and revised OWLSnet policies are recommended to the OWLS Board for approval by the Administrative Advisory Committee (AAC). Personnel policies are recommended by the Personnel Committee. All remaining policies will be regularly reviewed by the EC and then forwarded to the full board only when revision is necessary or the EC determines that all trustees should refresh their knowledge of the policy.

Financials – It would be redundant for the EC to review monthly financials since the board must approve them anyway. The EC will advise on big picture financial questions, for example reviewing the draft budget in August and developing proposals for surplus spending.

Agenda Building – Any trustee may suggest an item to be included on the board agenda by contacting the board president or the director.

It is important for trustees and the public to understand that the EC is a committee of the board and not a new level of management above the board. Votes by the EC are advisory. Only the full board can take action.

The committee reviewed four policies that were last reviewed or revised in 2022:

- Policy for Creating and Revising Policies
- Die Cut Policy
- Public Records Policy

- Continuing Education Policy

A minor change will be made to the guidelines portion of the Die Cut policy. There were no changes to the remaining policies. No action was taken.

The committee advised that the Library Bill of Rights and Freedom to Read statements that were endorsed by the board in June 2022 should be included in new trustee orientation and linked in the virtual board binder. While these are not policies, they should be brought to the full board to review as needed.

The EC recommends discussing a possible celebration for the OWLS 50th anniversary with the full board in May. Bobbie volunteered to help with party planning if the board decides to proceed with one.

Having completed the agenda, Looker adjourned the meeting at 7:09 pm.

Respectfully submitted,
Bradley Shipps, OWLS Director